

**STATE OF TENNESSEE**



**TREASURY DEPARTMENT**

STATE CAPITOL  
NASHVILLE, TENNESSEE 37243-0225

**Service Counselor 2**

The Tennessee Department of Treasury impacts the lives of Tennesseans every day. We safeguard Tennessee taxpayer dollars, teach citizens to make financial decisions, manage approximately \$50 Billion Dollar assets in house for the State of Tennessee pension fund, provide retirement coverage to State employees, and return abandoned property.

**DESCRIPTION:**

The Member Services section of the Tennessee Consolidated Retirement System Division is responsible for activities related to benefit calculation and prior service calculations as well as the retrieval of documents contained in each member's file.

**RESPONSIBILITIES:**

- Determine member's eligibility for retirement benefits
- Respond to member's requests and telephone inquiries
- Calculate a minimum of 20 retirement benefits per week
- Complete prior service billings within 4 weeks of receipt
- Review member records to determine accuracy

**MINIMUM QUALIFICATIONS:**

- Graduation from an accredited four year college or university
- Bachelor's degree in math or business related field

To apply, submit your resume to:

Treasury.Resumes@tn.gov

***The State of Tennessee is an Equal Opportunity Employer.***